



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	<b>Liaison Officer - International Team Chief - 18925</b>
<b>JOB ANNOUNCEMENT NUMBER</b>	18925
<b>SALARY RANGE</b>	\$106,263 - \$138,136 annually
<b>OPEN PERIOD</b>	6/20/14 – 7/11/14
<b>POSITION INFORMATION</b>	Permanent-Internal or Rotational
<b>DUTY LOCATION</b>	McLean, VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>SUPERVISORY STATUS</b>	No
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

\*\*\*This announcement advertises a GS-14 position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.\*\*\*

\*\*\*Permanent-Internal - current permanent ODNI employees - Staff Reserve employees are not eligible to apply.\*\*\*

### Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government for analyzing and integrating all intelligence possessed or acquired by the United States Government pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. And it conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the federal government.

### Office Mission:

The Office of Strategic Communication (OSC) is responsible for all NCTC public affairs and internal communications. OSC is an NCTC customer-service oriented function that stands ready to assist all NCTC components with public outreach, media relations, marketing, workforce communications, special events, protocol issues, and basic photography needs.

### Group/Branch Information:



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The Office of Strategic Communications (OSC) is responsible for providing clear, consistent, and timely information to a wide range of audiences, including the public, the press, the NCTC workforce, partners in the domestic field, and international liaisons. OSC works in close collaboration with the Office of Legislative Affairs (OLA) and provides strategic communications consulting to the NCTC Director.

Two offices comprise OSC—the Public Affairs Office (PAO) and the Liaison Engagement Office (LEO). PAO, which provides support to the NCTC Director and Front Office for internal and external events (including speaking engagements), also facilitates Center-wide advertising and communications support, in addition to coordinating the Center's interactions with the press and the public.

LEO serves a vital role for NCTC's information-sharing objectives. LEO is composed of NCTC Field Representatives, Senior Intelligence Community Agency Representatives, and International and Domestic Liaison Officers. LEO's Field Representatives, stationed in several strategic locations across the United States and in Canada, serve as NCTC's touch-point with federal, state, and local intelligence communities, law enforcement, and first responders. The International and Domestic Liaison Officers lead NCTC's coordination and facilitation of most foreign and domestic engagements held at the Center.

## DUTIES:

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### Major Duties and Responsibilities:

Plan and perform liaison coordination activities with Intelligence Community (IC) and United States (US) Government agencies, their designated representatives, other Office of the Director of National Intelligence (ODNI) and National Counterterrorism (NCTC) elements, and foreign partners for the purpose of sharing intelligence information and coordinating intelligence activities.

Identify intelligence resource gaps that are negatively impacting analysis efforts, and in collaboration with foreign partners develop and recommend strategies and procedures that are designed to reduce these gaps.

Establish and effectively participate in unilateral and multilateral intelligence sharing arrangements with joint analytic units and foreign partners.

Plan, develop, and oversee the implementation of interagency activities and programs by coordinating and integrating the competing requirements and priorities of multiple stakeholders to ensure their effective cooperation and collaboration.

Plan, prepare, and present briefings, reports, and presentations to ODNI/NCTC leadership, senior policymakers, IC members, foreign partners, and other intelligence consumers in a manner that meets their specified requirements.

Plan, direct, and orchestrate inter-agency and cross-directorate collaboration on programs and objectives, and evaluate and assess these efforts to ensure that they are successful.

Plan, promote, and share information and knowledge within ODNI/NCTC, across the IC, and with other government agencies, and in doing so, effectively recognize, value, build, and leverage diverse and collaborative networks within these organizations.

Develop and continually expand personal expertise in facilitating the cooperation and effective coordination of organizations within ODNI/NCTC, the IC, and other US Government agencies.



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## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

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### Required Knowledge, Skills and Abilities:

**Extensive experience and knowledge of effective working liaison relationships with foreign governments (i.e., intelligence services, law enforcement, military, ministries, etc.) with emphasis on counterintelligence, security procedures, and official policy guidelines on relationships with foreign liaison services.**

**Extensive knowledge of intelligence analysis, consensus building, as well as the application and integration of utilizing cooperative relationships within the IC, US Government, and foreign partners in protecting the US and its interests abroad.**

**Demonstrated ability to develop innovative and flexible solutions that result in the identification of new or innovative ways to handle unfamiliar or complex problems, make key contributions to group efforts, and take initiative.**

**Interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment.**

**Demonstrated ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as the ability to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.**

**Bachelor's degree in applicable field of study.**

### Desired KSAs:

**Previous work experience with foreign governments.**

**Familiarity with key US foreign policy and national security counterterrorism objectives.**

**Managerial experience.**

**Master's degree in applicable field of study**

## HOW YOU WILL BE EVALUATED:

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You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

## BENEFITS:

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

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### **\*\*\*HOW TO APPLY\*\*\* (PERMANENT-INTERNAL APPLICANTS)**

**Permanent-Internal:** Refers to only those who are current ODNI cadre employees. Permanent-internal status does **NOT** include Staff Reserve employees.

If selected, ODNI permanent internal applicants would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.\*\*\*

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.

A complete application must include the following:

- a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name, address, telephone number, and email address.
- b. KSA's (Knowledge, Skills, and Abilities) - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.
- c. PERFORMANCE EVALUATIONS – Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.



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d. COVER LETTER – a separate document that acts as a supplemental to your resume, explaining the contents of your application package and allowing for an opportunity to further elaborate upon your submission.

e. Reference the vacancy number you are applying to in the subject line and on each document submitted.

f. NOTE - Applications should be sent to either **DNI-MSD-HR-RR** (lotus notes, classified system) or [recruitment@dni.gov](mailto:recruitment@dni.gov) (unclassified). All attachments should be in Word or PDF format.

Your application **MUST** be received by the closing date of the announcement. Applications received after the close date will **NOT** be eligible for consideration.

Applications should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call (703) 275-3663.

## **WHAT TO EXPECT NEXT:**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

## **\*\*\*HOW TO APPLY\*\*\* (DETAILEE APPLICANTS)**

**DETAILEE:** A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

**Any application submitted directly by an IC employee to the gaining element will not be considered.**

## **WHAT TO EXPECT NEXT:**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

## **AGENCY CONTACT INFO:**

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ODNI Recruitment

Phone: (703)275-3663



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Email: [RECRUITMENT@DNI.GOV](mailto:RECRUITMENT@DNI.GOV)

## WHAT TO EXPECT NEXT:

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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.